

JOB POSTING



Position: Library Associate-Youth

Status: Non-Exempt

Wage: \$11.62/hour

Reports to: Head of Youth Services

Supervises: None

JOB SUMMARY

Under the management of the Department Head of Youth Services, the Library Associate is responsible for any of the following: reference, readers' advisory, programming, cataloging, processing, collection development, or special projects. This position is classified as a part-time position, 20 hours per week, and is non-exempt from overtime and provides no benefits afforded to employees classified as full-time. The nature of the work requires daytime, evening, and weekend hours.

ESSENTIAL JOB FUNCTIONS

- Provide reference and readers' advisory services to the public.
 - Accurately and efficiently answer patron questions in various forms.
 - Assist and train patrons in the navigation of the library website and the library's online services.
 - Assist patrons with self-checkout stations and other library equipment.
 - Respond to patron questions regarding their library account, including holds, interlibrary loan, program registration, and account issues, following established policies and procedures to select appropriate solutions and communicate options to the patron.
 - Demonstrate and troubleshoot the use of equipment, PCs, and related software as needed.
 - Locate and retrieve library materials requested by patrons according to established procedures.
 - Perform reader's advisory by suggesting age-appropriate materials to patrons.
 - Maintain neat and orderly library appearance.
 - Assist at all public service desks as needed.
 - Assist with checkout, check-in, and shelving functions as needed, following established guidelines and procedures.
 - Greet and assist patrons throughout the entire library, assessing patron needs and referring as needed.
- Prepare, present, or coordinate programs appropriate for various age groups and interests as needed. Examples of programs include storytimes, craft and hands-on activities for elementary-aged children, and family programs with a hired performer.
- Develop and maintain library collections as assigned.

- Other Duties and Responsibilities
 - Compile, review and/or interpret statistical data.
 - Independently or with others, research, recommend, implement and monitor projects as assigned.
 - Serve on workgroups/committees and participate in library initiatives as assigned.
 - Stay informed of library news and events via review of all forms of library communication. Contribute content as appropriate.
 - Enforce library policies using a polite and professional approach.
 - Attend educational programs and read literature to keep up-to-date on new developments in the library field.
 - Participate in the development and implementation of planning and visioning for the department.
 - May provide assistance in initiating and maintaining community contacts.
 - Accept special assignments or duties in support of the library's goals and objectives.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Experience working with children and families, preferably providing programming for and/or supervising youth.
2. Considerable knowledge of the needs and abilities of children of various ages.
3. Working knowledge of common computer applications, including Microsoft Office and the Internet.
4. Punctuality and dependability.
5. Consistent display of public service attitude that reflects the library's values.
6. Ability to complete special projects while maintaining routine duties.
7. Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
8. Ability to exercise initiative and independent judgment.
9. Ability to maintain a calm atmosphere, ensure safety, and respond to emergencies.
10. Ability to persuade, negotiate and resolve conflict.
11. Ability to work with patrons of varied backgrounds, ages, and abilities.

PREFERRED QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university (Mandatory) with a youth centered focus (Preferred).
2. Coursework related to area of focus/department.
3. Experience in a public library.
4. Applicable work experience related to area of focus/department
5. Experience in a customer service environment

WORKING CONDITIONS

1. Ability to lift and carry boxes up to 25 lbs. and push carts weighing up to 200 lbs.
2. Ability to sit, stand, and walk for long periods of time, and the ability to bend, reach, stoop, or crouch when assisting patrons.
3. Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
4. Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
5. Ability to work effectively under stressful conditions in a fast-paced environment.
6. Work hours may be varied, including daytime, evening and weekend hours.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract between the library and the employee. The library reserves the right to revise this job description at its discretion.

How to Apply:

The position includes a starting wage from \$11.62/hour dependent upon qualifications. Interested individuals should submit a cover letter, resume and job application to: Human Resources, Portage District Library, 300 Library Lane, Portage, MI 49002 or send e-mail to: rfoti@portagelibrary.info. For additional information, please call Rob Foti at (269) 585-8702. Visit the Portage District Library's website at www.portagelibrary.info and click on about the library to access job openings and applications. This position will remain open until filled.

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